

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: February 17, 2021

Closing Date: Until Filled

PARALEGAL

**Civil Division, Health Law Unit; Guardianship,
Adult Abuse Registry and Lethal Violence Protection Orders, New Castle County**

Job Responsibilities and Duties:

This Paralegal provides support for the Deputy Attorneys General (“DAGs”) in the Civil Division, Health Law Unit (“HLU”), in New Castle County. The HLU provides legal representation to the Delaware Department of Health and Social Services. This position includes the following specific duties:

- Prepare petitions for the Guardianship, Adult Abuse Registry (“AAR”), and Lethal Violence Protection Orders (“LVPO”) proceedings;
- Assist DAGs in responding to third party subpoenas in Federal and State Courts;
- Communicate with Superior Court and Court of Chancery regarding AAR & LVPO, and Guardianship matters, respectively;
- Review and prepare legal documents and correspondence;
- File pleadings in the various State and Federal courts;
- Assist DAGs in preparing for trials and hearings;
- Provide administrative support to the HLU;
- Organize and maintain documents in paper and/or electronic filing system;
- Conduct legal research, as requested;
- Attend trials and hearings, as requested;
- Serve as additional paralegal support for civil commitment administration and proceedings; and
- Additional duties as may be assigned.

Minimum Qualifications:

Five (5) years of employment with the Department of Justice in a similar capacity **OR**

An Associate’s degree in Paralegal Studies from an ABA-approved program, **OR**

A Bachelor’s degree **AND** a paralegal certificate from an ABA-approved or Department-sponsored program **OR**

A Bachelor’s degree in Paralegal Studies from an ABA-approved program **OR**

A Bachelor’s degree **AND** one year of law school.

Internal Applicants should submit an updated resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, External applicants must submit Resume and the Delaware Department of Justice Application (please see link):

<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR External applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@delaware.gov OR Fax to: 302-577-5866. EOE.